

ACEC/WSDOT Project Delivery Team

Change Recommendation Form

Team Leaders

**Ken Smith &
Duncan Findlay**

**Date
11/04/05**

**Change Request
Number 8**

Current Process: *Description of the current process*

The current process of contracting with consultants is “qualifications based.” To find the Consultant team, best qualified to perform the services, necessary to program or project delivery, takes one of two paths.

The first, for specific projects, requires the WSDOT Project Team to prepare a fully documented request for consultant use, which has to be approved by the Director of Environmental and Engineering Programs (Don Nelson). This takes place after passing through the Project Engineer, the Regional Director of Program Management, the Area Consultant Liaison and the Director of the Consultant Services Office (CSO). The CSO then publishes (advertises) a Request for Qualifications (RFQ). The advertising period is a minimum of three weeks, generally four to six weeks depending on the time of year. Once the RFQ’s are in, they are scored, ranked and short-listed for interviews. An interview panel has to be coordinated with scheduled interviews, and then with final selection made, notices go out. After this, the scoping and negotiation phase begins. This process will normally take three to four months from Request for Consultant Use preparation to the actual start of work by the successful consultant.

The second path is to develop lists of pre-qualified/pre-selected consultants who have been awarded “On-call” agreements through a process similar to the one described above, only without the interviews. Historically, this came about from a process of developing ranked rosters based on scores – with agreements being awarded to the top ranked firms on an “as-needed (by the WSDOT)” basis. Historically (again) this was intended to fill in the gaps of specific need for more specialized services, not to fulfill entire project phases. Usually, projects can have a consultant “at work” within a week, through use of a Task Order Document under the On-call Agreements.

Though the On-call process is much quicker at delivering consultant services to the projects when there is a determination of need, it entails the same time consuming, costly process found in the project specific solicitations. In the project specific process, each project that requires the use of consultants, **repeats the cycle** of advertising, RFQ preparation by the consultants, scoring, compiling, interviewing and final selection, with each new project. Sometimes it is repeated with each new phase of a project.

With the On-call process, it doesn’t occur as often. Statewide On-calls are done every two years, by agreement between the ACEC/WSDOT joint policy committee. However, many more firms submit for the on-call agreements, making the process a significant undertaking for the WSDOT and the consultants. Many smaller localized firms, outside the central Puget Sound region, do not participate for a variety of reasons. Washington State Ferries, WSDOT Environmental, Communications and Public Involvement, and now UCO have felt compelled to solicit for their own lists of agreements to meet their particular needs. With each of these groups soliciting every two years, the overall process has become unwieldy.

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Improvement Opportunity: *Major causes for current process performance*

This process is time and cost intensive to both the consultants and the WSDOT. There would appear to be a significant opportunity for cost and time improvement in this process. There are other methods of obtaining the services necessary to the WSDOT that are less labor and cost intensive, meet the legal requirements of this state, and give the firms a fair opportunity to compete for work on the merits of their qualifications. Other States have adopted forms of pre-qualification of firms with apparent success.

Recommendation: *Solution for addressing the improvement opportunity*

It is recommended that the Executive Committee charter a group to evaluate the process of pre-qualification of consultant firms with the goal of making recommendations for policy changes in the way consultant firms are qualified for selection.

Benefits: *Why proposed change will result in improved performance***Stakeholder Identification:****Responsibility for Implementation:** *Who will implement the recommendation?***Time Constraints for Implementation:** *When will the recommendation be implemented?***Details for Implementation:** *How will the recommendation be implemented?*☐ *Approved*☐ *Pending*☐ *Rejected*

Comments:

Signed: _____ Date: _____

Don K. Nelson and/or Brad Stein

ACEC/WSDOT Project Delivery Team

The ACEC/WSDOT Project Delivery Team has developed the attached recommendation. You have been identified as a stakeholder for this process or program. Your comments are a valuable part of this improvement opportunity.

Please return your comments to: _____

By: _____

Stakeholder Comments:

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What is your opinion of this change request proposal?

Please check one of the following:

- ☐ Good Idea
- ☐ Needs Work
- ☐ Bad Idea
- ☐ No Impact

Name _____ Phone _____

Title _____